

## HOMELESSNESS FUNDING

Finance and Administrator Orientation

July 2019

## Utah Housing and Community Development

### **Homelessness Programs Office**

Statewide support of programs and projects providing services and interventions that focus on making episodes of homelessness rare, brief, and nonrecurring.

### Housing and Community Development Homelessness Programs Office

Tricia Davis	HPO Program Manager				
Jennifer Domenici	HPO Program Specialist				
Laine Meyers	HPO Program Specialist				
Pema Chagzoetsang	HPO Program Specialist				
Russell Goodman	HPO Program Specialist				
Sarah Moore	HPO Program Specialist				
Joseph Jensen	UHMIS System Administrator				
Lynn Sharpe	UHMIS Data Quality Specialist				
Michelle Walton	UHMIS Program Specialist				
Devin Shipp	DWS, MIS Research Consultant				
Department of Workforce Services Administration					

**DWS Financial Manager** 

**DWS Fiscal Grant Manager** 

**Debi Carty** 

**Katrina Asay** 

### **Contact Information**

Tricia Davis tadavis@utah.gov

Balance of State CoC jdomenici@utah.gov

Homelessness Program Funding hcdhomelessness@utah.gov

Grant Invoicing and Reimbursement pchagzoe@utah.gov

UHMIS hmis@utah.gov







Assistance

Economic Data





We help communities improve their infrastructure, develop affordable housing and fight hunger and homelessness.



WORKFORCE SERVICES

HOUSING & COMMUNITY DEVELOPMENT



Assistance to reduce or pay utility bills.

Learn More

Community Development



Grants, loans, training and assistance for communities in rural Utah.

Learn More

Homelessness Programs



Community funding, data and planning to reduce homelessness.

Learn More

### Affordable Housing



Affordable housing tools for tenants, landlords and developers.

Learn More



## **HPO Funding Sources**



Program	Acronym	Source
Homelessness Solutions Grant	HSG	<ul> <li>Federal HUD - Emergency Solutions Grant (ESG)</li> <li>State Homelessness Funding for Match Requirement</li> </ul>
State Homelessness Funding	SHF	<ul> <li>State Homeless to Housing Account</li> <li>State Pamela Atkinson Homeless Trust Fund</li> </ul>
State Homelessness Funding for Shelter Operations	SHF-OP	State Homeless to Housing Account for Shelter Operations
Temporary Assistance for Needy Families for Homelessness	TANF-H	<ul> <li>Federal Department of Health and Human Services</li> </ul>
Housing Opportunities for Persons with AIDS	HOPWA	Federal HUD
Mitigation	HSM	State Sales Tax/Statute

### What is a CoC?

- Balance of State
  - 11 LHCCs
- Mountainland
  - Summit
  - Utah
  - Wasatch
- Salt Lake
  - Salt Lake Valley Coalition to End Homelessness

### **Local Homeless Coordinating Committees (LHCCs)**





## Funding Purposes

HCD Homelessness Funding will emphasize:

- Diversion
- Emergency housing and shelter
- Distinct housing needs, and
- Client self-sufficiency including placement in meaningful employment, occupational training activities, and/or special services.

## Funding is intended to meet the unique needs of the homeless including:

- Families with children
- Transitional-aged youth
- Single men or single women
- Veterans
- Victims of domestic violence
- Individuals with a disability, behavioral health disorders, including mental health or substance use disorders
- Individuals who are medically frail or terminally ill
- Individuals exiting prison or jail, or
- Individuals who suffer from other serious challenges to employment and self-sufficiency

### **Projects and Activities**

<u>Street Outreach</u> activities are designed to meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing, or critical health services.

<u>Emergency Shelter</u> activities are designed to increase the quantity and quality of temporary shelters provided to homeless people through the renovation of existing shelters or conversion of buildings to shelters, paying for the operating costs of shelters, and providing essential services. Includes Day Shelter programs.

<u>Rapid Re-Housing</u> activities move homeless people quickly to permanent housing through housing relocation and stabilization services and providing short- and medium- term rental assistance.

<u>Homelessness Prevention</u> activities are designed to prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human habitation through housing relocation and stabilization services and short- and medium-term rental assistance.

<u>HMIS Comparable Database</u> activities fund HCD grant recipients' and subrecipients' participation in a HMIS Comparable Database by agencies who are legally prohibited from entering data into the Utah HMIS as a result of VOCA or VAWA Federal Funding.

### **Projects and Activities**

<u>Transitional Housing</u> Housing where program participants have signed a lease or occupancy agreement for a term of at least one month to 24 months, to facilitate the movement of homeless individuals and families into permanent housing. Prioritized for domestic violence, youth projects and homeless respite care for individuals staying more than 90 days.

Permanent Supportive Housing for Persons with Disabilities (PSH) Community-based housing without a designated length of stay for individuals with disabilities and families in which one adult or child has a disability. Lease term of at least one year, and renewable for terms at a minimum of one month long. Single Room Occupancy (SRO) Provides rental assistance in connection with the moderate rehabilitation of residential properties that, when renovations are completed, will contain upgraded single occupancy units for individuals who are homeless.

<u>Diversion</u> activities fund agencies to administer diversion assessments to clients presenting at an emergency shelter "front door", or another program or system entry point where individuals or families are seeking a place to stay.

<u>Other</u> Projects that benefit people experiencing homelessness that do not fall under any of the other project categories listed above.

## Federal Compliance Requirements

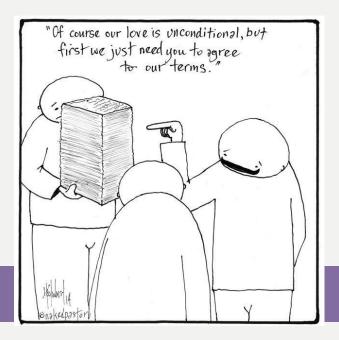
- Are Activities Allowable?
  - Are the use of funds related to achieving the grants goals?
- Are Costs Allowable?
  - Are costs necessary, reasonable and proper?
- Are Costs Allocable?
  - Have costs been properly be allocated?
- Are Costs in the Correct Period?
  - Are costs incurred when appropriate?



## CONTRACT

## Attachment A HCD Division Agreements

It is your responsibility to read and be familiar with the terms and conditions of your contract in its entirety.



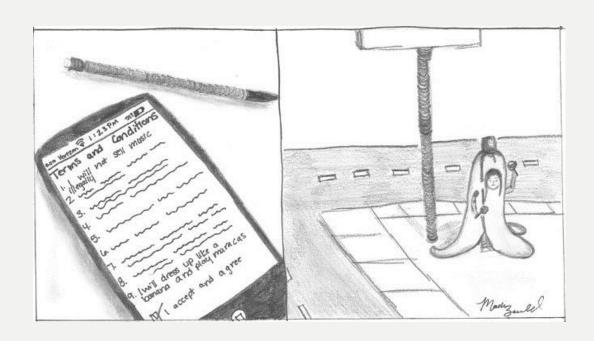
## Fiscal Requirements



### ATTACHMENT A

- Housing & Community Development Division Agreements
  - 4. Records Administration
  - 5. Financial Reporting
  - 15. Payments
  - 18. Unused Funds
  - 19. Ineligible Expenses

## Attachment B Grant Terms and Conditions



## Fiscal Requirements



### ATTACHMENT B

- HPO Program Terms and Conditions
  - 11. Invoicing
  - 12. Payment Withholding
  - 13. Changes in Budget
  - 14. Financial/Cost Accounting System
  - 15. DWS Cost Principles for Cost Reimbursement Agreements
  - 16. Administrative Expenditures
  - 17. Matching Funds

## Attachment C Budget

Budget Narrative is used to determine allowable costs Expenses outside budget will be questioned and could be denied



## Attachment D Scope of Work



## Budget and Scope of Work Changes

- The budget and scope of work are based on being awarded funding in a competitive grant process.
- Changes must align with application purposes and should not be made unless absolutely necessary.
- Justification is required for ANY changes to the budget or scope of work.
- Changes should be communicated to HCD as soon as identified.

## Budget Change / SOW Change Request Procedure

Submission of a **Budget Change Form** 

- Email to <u>hcdhomelessness@utah.gov</u>
- Approval may take up to 10 days
- The form is available on <u>https://jobs.utah.gov/housing/homelessness/</u> grantee/index.html

## Scope of Work Change Request Procedure

- Submission of a Budget Change Form
- Email to <u>hcdhomelessness@utah.gov</u>
- Request will be reviewed by the HPO Program Specialist and HPO Program Manager
  - If approved, a written amendment to the contract is required signed by both parties.
- Approval may take up to 10 days

## WEBGRANTS 3

### WebGrants 3























Welcome Melissa Lee

#### Main Menu

Click Help above to view instructions. Go to "My Profile" to reset password.



Instructions



My Profile



**Funding Opportunities** 



My Applications



My Grants



My Inventory



Current Grants   Closed Grants									
Grants in	Grants in the status Underway or Suspended appear on this list. To view other Grants, click the closed Grants link.								
ID	Status	Year	Project Title	Program Area	Grant Administrator	Awarded Amount			
02708	Underway	2020	Test Grant for New HPO Global Budget	Test Program Area	Douglas Lee	\$532,892.00			
				Total	\$532,892.00	Showing 1 1 of 1			



Grant: 02708 - Test Grant for New HPO Global Budget - 2020

Status: Underway

Program Area: Test Program Area

**Grantee Organization:** Webgrants Testing Station

Program Officer: Douglas Lee

**Awarded Amount:** \$532,892.00

B

### Instructions

The grant forms appear below.

### **Grant Components**

You can define your own alerts in the Alerts section

Component

### **General Information**

**Claims** 

**GLOBAL - Homeless Budget** 

**Opportunity** 





Grant: 02708 - Test Grant for New HPO Global Budget - 2020

Status: Underway

Program Area: Test Program Area

Grantee Organization: Webgrants Testing Station

Program Officer: Douglas Lee
Awarded Amount: \$532,892.00

#### Instructions

HPO Grant Budget Narrative and Itemization Form

S.

All planned expenses must be itemized, detailed and described for each line item. Cells may be expanded as necessary in order to provide all required information.

#### Category I - Indirect Costs

**Return to Components** 

\*Indirect Costs cannot exceed your federally approved indirect cost rate, your 10% de minimis rate certificate, the federal regulations of 7.5% if receiving federal funds, or 5% of program total.

	Indirect Administrative Expenses	Description	HPO Grant Funds Requested	
Indirect Costs				\$0.00

#### Category I - Justification

Itemized Details of HPO Grant Funds Requested for Category I.

**Itemized Details:** 

### **Category II - Direct Administrative Expenses**

Direct Administrative Expenses	Description	HPO Grant Funds Requested
Salaries		\$20,565.00
Fringe Benefits		\$8,816.00
Communications (e.g. printing, copying, phone, postage)		\$0.00
Equipment		\$0.00
Insurance		\$0.00
Organization Space Costs		\$0.00
Organization Utilities		\$0.00
Professional Development & Training		\$0.00
Professional Fees & Contract Services		\$0.00
Supplies		\$0.00
Travel & Transportation		\$0.00
Totals		\$29,381.00

### Category II - Justification

Itemized Details of HPO Grant Funds Requested for Category II.

**Itemized Details:** 

This field is limited to 2,000 characters.

# HMIS Project Title HACSL - Scace Mary Manor - Section 8 HACSL - Grace Mary Manor - Unfunded HACSL - Grace Mary Manor - S+S HACSL - Kelly Benson - Section 8 HACSL - Kelly Benson - Section S+C HACSL - Bud Bailey - Families - S+C HACSL - Bud Bailey - Youth - S+C HACSL - Renewal - S+C IACSL - Sponsor Based Shelter + Care w/TRH

### HMIS Project Title

This is very important to keep track of.

Knowing which project title is what letter is how you will invoice

### tegory III - Project Activity

А	iac	t Project Type	Expense Type	Description	HPO Grant Funds Requested
		PSH	Salaries	.84 FTE Case Manager, Quality Assurance, Supervisor, Clinical Support	\$34,947.00
A	4	PSH	Fringe Benefits	.84 FTE Case Manager, Quality Assurance, Supervisor, Clinical Support	\$14,977.00
A		PSH	Subawards	1.18 FTE Contracted Case Manager @ \$40,000 salary and benefits	\$47,200.00
	١	PSH	Client Services	264 hrs of Local Employment Training Program (LETP) @ \$8/hour	\$2,113.00
В	-1				\$99,237.00
-		PSH	Salaries	.07 FTE Case Manager, Quality Assurance, Supervisor, Clinical Support	\$2,880.00
В		PSH	Fringe Benefits	.07 FTE Case Manager, Quality Assurance, Supervisor, Clinical Support	\$1,234.00
В		PSH	Subawards	.1 FTE Contracted Case Manager @ \$40,000 salary and benefits	\$4,000.00
В	1	PSH	Client Services	22 hrs of Local Employment Training Program (LETP) @ \$8/hour	\$179.00
0					\$8,293.00
		PSH	Salaries	.51 FTE Case Manager, Quality Assurance, Supervisor, Clinical Support	\$21,379.00
С	1	PSH	Fringe Benefits	.51 FTE Case Manager, Quality Assurance, Supervisor, Clinical Support	\$9,162.00
-		PSH	Subawards	1.18 FTE Contracted Case Manager @ \$40,000 salary and benefits	\$28,800.00
С		PSH	Client Services	161 hrs of Local Employment Training Program (LETP) @ \$8/hour	\$1,290.00
C					\$60,631.00
C		PSH	Salaries	1.92 FTE Case Manager, Quality Assurance, Supervisor, Clinical Support	\$77,437.00
100			Fringo	4.02 FTE Casa Managar, Quality Assurance, Supervisor, Clinical Support Casa Managar, Quality Assurance	



Monthly Invoice preferred for faster payment

## Quarterly invoice is the minimum requirement

If invoicing quarterly – fiscal year quarters are preferred , i.e. Oct. – Dec. invoice, Jan – March, etc

## **INVOICING DWS**

### **Grant Components**

You can define your own alerts in the Alerts section

Compor

General Information

**Claims** 

**GLOBAL - Homeless Budget** 

Opportunity

Yearly expenses prior to June 30th must be invoiced by July 15th

















### Grant: 02708 - Test Grant for New HPO Global Budget - 2020

Status: Underway

Program Area: Test Program Area

Grantee Organization: Webgrants Testing Station

Program Officer: Douglas Lee

**Awarded Amount:** \$532,892.00

Claims Copy Existing Claim   Return to Components							
ID	Туре	Status	Date Submitted	Date Paid	Date From-To	Claim Amount	
02708 - 001	Reimbursement	Approved	06/13/2019		07/01/2019 - 07/31/2019	\$28,940.00	
02708 - 002	Reimbursement	Submitted	06/14/2019		08/01/2019 - 08/31/2019	\$435.00	
02708 - 003	Reimbursement	Editing			09/01/2019 - 09/30/2019	\$0.00	
02708 - 004	Reimbursement	Submitted	07/18/2019		07/01/2019 - 07/31/2019	\$5,550.00	
					Submitted Amount	\$5,985.00	
					Approved Amount	\$28,940.00	
					Paid Total	\$0.00	
					Total	\$34,925.00	
						Last Edited By	

### **Claim General Information** To create a new Claim enter the starting date and the ending date of the Report Period. This is the period of coverage for this Claim. Claim Type:\* Reimbursement ▼ **Report Period** From Date To Date





















Claim: 02708 - 005 **Grant Components** 

Grant: 02708-Test Grant for New HPO Global Budget

Status: Editing

Program Area: Test Program Area

Grantee Organization: Webgrants Testing Station

Program Manager: Douglas Lee

**Reporting Period** 

Claim Type:\* Reimbursement

Claim Status:\* Editing

**Report Period** 07/01/2019

From Date

**Return to Component** 

07/31/2019

To Date

Last Edited By: Melissa Lee, 08/10/2019

**Grant Components** Claim: 02708 - 005

Grant: 02708-Test Grant for New HPO Global Budget

Status: Editing

Program Area: Test Program Area

Grantee Organization: Webgrants Testing Station

Program Manager: Douglas Lee

Preview | Submit Components

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Complete? Last Edited Name 08/10/2019 **General Information** 

Reimbursement

Comments/Status

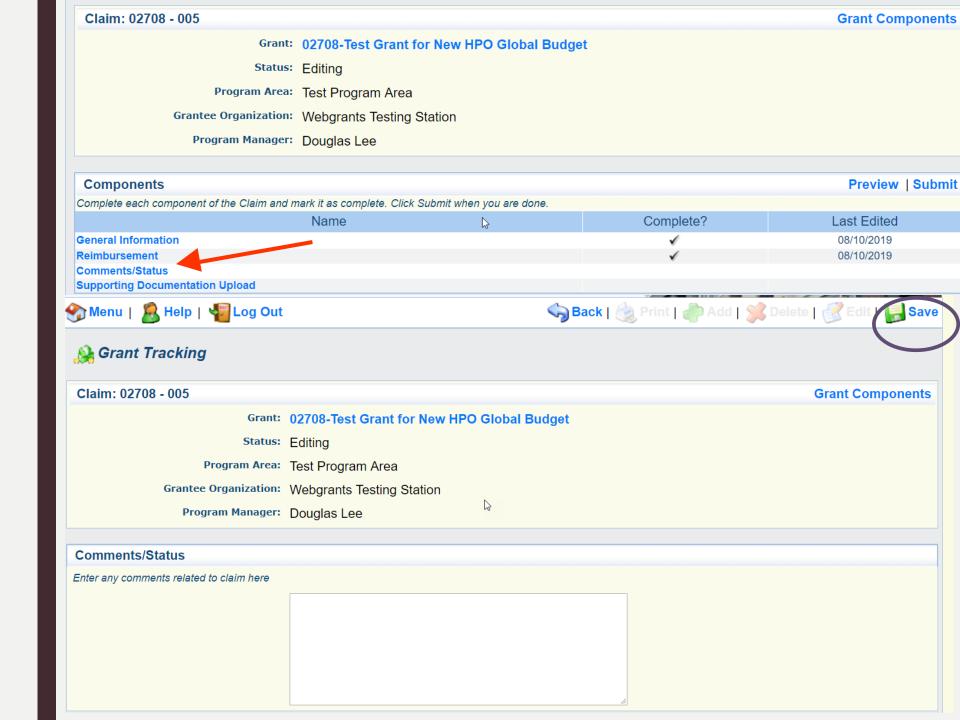
**Supporting Documentation Upload** 

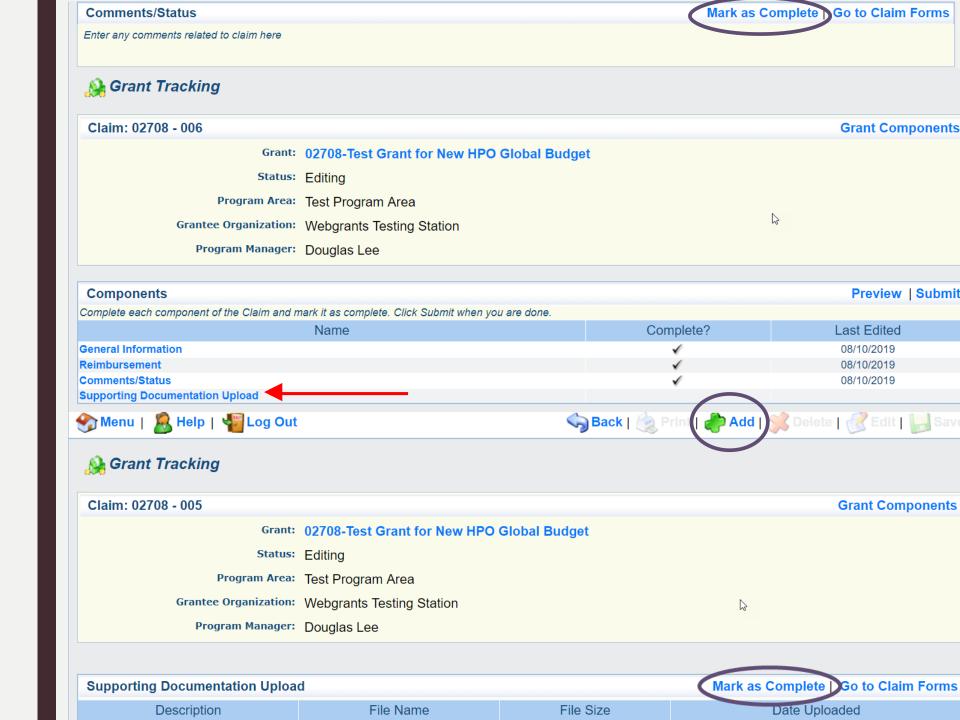
Reim	bursement									
	Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)	Expenses	Total Claim	Remaining Balance (Unclaimed)
	ry I - Indirect Costs									
Indirect C			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Categor	ry II - Direct Administrative Exp	•			1					
Salaries			\$20,565.00	\$0.00	\$0.00	\$0.00	\$20,565.00	\$1,710.00	\$1,710.00	\$18,855.00
Fringe Be	enefits		\$8,816.00	\$0.00	\$0.00	\$0.00	\$8,816.00	\$735.00	\$735.00	\$8,081.00
Commun (e.g. prin	nications nting, copying, phone, postage)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipme			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	(\$5,000.00)
Insurance			\$0.00	· ·						
Organiza	ation Space Costs		\$0.00							
	ation Utilities		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	onal Development & Training		\$0.00	•						
	onal Fees & Contract Services		\$0.00							
Supplies			\$0.00							
	Transportation		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
i A	y III - Project Activity									
A		PSH (Project Type) Salaries (Expense Type)	\$34,947.00	\$0.00	\$0.00	\$0.00	\$34,947.00	\$570.00	\$570.00	\$34,377.00
A		PSH (Project Type) Fringe Benefits (Expense Type)	\$14,977.00	\$0.00	\$0.00	\$0.00	\$14,977.00	\$210.00	\$210.00	\$14,767.00
		PSH (Project Type) Subawards (Expense Type)	\$47,200.00	\$0.00	\$0.00	\$0.00	\$47,200.00	\$6,010.00	\$6,010.00	\$41,190.00
В		PSH (Project Type) Client Services (Expense Type)	\$2,113.00	\$0.00	\$0.00	\$0.00	\$2,113.00	\$670.00	\$670.00	\$1,443.00
В		PSH (Project Type) Subawards (Expense Type)	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$510.00	\$510.00	\$3,490.00
В		PSH (Project Type) Client Services (Expense Type)	\$179.00	\$0.00	\$0.00	\$0.00	\$179.00	\$45.00	\$45.00	\$134.00
В		PSH (Project Type) Salaries (Expense Type)	\$2,880.00	\$0.00	\$0.00	\$0.00	\$2,880.00	\$170.00	\$170.00	\$2,710.00
С		PSH (Project Type) Fringe Benefits (Expense Type)	\$1,234.00	\$0.00	\$0.00	\$0.00	\$1,234.00	\$30.00	\$30.00	\$1,204.00
С		DCH (Project Type)	\$28,800.00	\$0.00	\$0.00	\$0.00	\$28,800.00	\$1,510.00	\$1,510.00	\$27,290.00
С										

D

Reimbursement						Mark as	Complete	Go to C	laim Form
Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)	Expenses (Submitted Not Paid)	Total Claimed	Remainin Balance (Unclaime
Category I - Indirect Costs									
ndirect Administrative Expenses									
ndirect Costs		\$0.00				\$0.00		\$0.00	
Sub Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Category II - Direct Administrative Ex	penses								
Direct Administrative Expenses									
Salaries		\$20,565.00			\$500.00	\$20,065.00			\$18,855
Fringe Benefits		\$8,816.00	\$150.00	\$0.00	\$150.00	\$8,666.00	\$735.00	\$735.00	\$8,081
Communications e.g. printing, copying, phone, postage)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	(\$5,000
nsurance		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Organization Space Costs		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Organization Utilities		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Professional Development & Training		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Professional Fees & Contract Services		\$0.00			\$0.00	\$0.00		\$0.00	
Supplies		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0
Fravel & Transportation		\$0.00			\$0.00	\$0.00		\$0.00	
Sub Total:	:	\$29,381.00	\$650.00	\$0.00	\$650.00	\$28,731.00	\$7,445.00	\$7,445.00	\$21,936
ategory III - Project Activity									
,	PSH (Project Type) Salaries (Expense Type)	\$34,947.00	\$500.00	\$0.00	\$500.00	\$34,447.00	\$570.00	\$570.00	\$34,377
	PSH (Project Type) Fringe Benefits (Expense Type)	\$14,977.00	\$150.00	\$0.00	\$150.00	\$14,827.00	\$210.00	\$210.00	\$14,767
	PSH (Project Type) Subawards (Expense Type)	\$47,200.00	\$300.00	\$0.00	\$300.00	\$46,900.00	\$6,010.00	\$6,010.00	\$41,190
	PSH (Project Type) Client Services (Expense Type)	\$2,113.00	\$50.00	\$0.00	\$50.00	\$2,063.00	\$670.00	\$670.00	\$1,443
	PSH (Project Type)		\$500.00	\$0.00	\$500.00	\$3,500.00	\$510.00	\$510.00	\$3,490
}	Subawards (Expense Type)	\$4,000.00	\$500.00	\$0.00	ψοσσ.σσ				
; ;		\$4,000.00 \$179.00			\$50.00	\$129.00	\$45.00	\$45.00	\$134
\$ \$	Subawards (Expense Type) PSH (Project Type)		\$50.00	\$0.00				\$45.00 \$170.00	

D







Claim: 02708 - 005 Grant Components

Grant: 02708-Test Grant for New HPO Global Budget

Status: Editing

Program Area: Test Program Area

Grantee Organization: Webgrants Testing Station

Program Manager: Douglas Lee

Com	ponents

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

				Preview	Submit
one.			'		

Name	Complete?	Last Edited
General Information	✓	08/10/2019
Reimbursement	✓	08/10/2019
Comments/Status	✓	08/10/2019
Supporting Documentation Upload	✓	08/10/2019

### 🌺 Grant Tracking

Components

Claim: 02708 - 005 Grant Components

Grant: 02708-Test Grant for New HPO Global Budget

Status: Editing

Program Area: Test Program Area

**Grantee Organization:** Webgrants Testing Station

Program Manager: Douglas Lee

**Preview** 

Submit

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	08/10/2019
Reimbursement	✓	08/10/2019
Comments/Status	✓	08/10/2019
Supporting Documentation Upload	✓	08/10/2019

# Adequate Documentation for Reimbursement

- Date of Expenditure
  - No accruals
  - Receipts with prior date of services must be verified to avoid duplicate payments
- Description of Expenditure
  - Important with purchasing cards or big box vendors like Wal-Mart or Amazon
- Include reports from accounting software
  - General Ledger, Detail Transaction Report,
     Salaries and Benefits

## Adequate Documentation for Reimbursement

- Amount of Purchase
  - Sales Tax NOT reimbursed for non-profits
- Do NOT send original receipts, invoices, etc.
- DWS will review and re-perform work as needed.
  - Questions about documentation will result in a delayed reimbursement

## Subrecipient Monitoring Procedure

- Each subrecipient will have a desk review at least once per year
- A desk review includes reviewing supporting documentation to validate reimbursement
- An email will be sent to the subrecipient indicating a desk review will be occurring and what will be required.
- Once completed, an email will be sent to the subrecipient indicating that supporting documentation is no longer required.

# HOW DO WE KNOW IF ANYONE IS BETTER OFF?

## Homelessness Data Dashboard

The scope of homelessness is difficult to measure and therefore some data may be duplicated. In order to measure this population, community leaders must rely on a variety of fluid data sources to inform them about trends, demographics, and outcomes. It should be noted that not all service providers enter information into the Utah Homeless Management Information System (UHMIS) due to privacy laws or because they are not receiving funding that requires them to participate.



DWS HCD HPO Grant Type	Quarterly Reporting Periods and Due Dates	Annual Reports
HOPWA: Housing Opportunities for Persons with AIDS		
HSG: Homelessness Solutions Grant	Quarter 1: July 1 - September 30, 2019 Report Due: October 15, 2019	Reporting Period: July 1,
TANF-H: Temporary Assistance for Needy Families: Homelessness	Quarter 2: October 1 - December 31, 2019 Report Due: January 15, 2020	2019 - June 30, 2020 Report Due: July 15, 2020
SHF: State Homelessness Funding	Quarter 3: January 1 - March 31, 2020 Report Due: April 15, 2020	Narrative Report Due: August 15, 2020
SHF-OP: State Homelessness Funding - Shelter Operations	Quarter 4: April 1 - June 30, 2020 Report Due: July 15, 2020	

## Reporting and Data Collection

- HMIS will pull numbers for agencies quarterly using reports such as the APR and System Performance Measures, depending on your funded project type
- DV providers will receive Google Forms from HMIS to fill out and submit
- Agencies will be required to fill out a Quarterly Response after receiving their report detailing who reviewed the report, data accuracy, data completeness, and plans to correct data in HMIS (if needed)

## **Quarterly Report**

- Targets are informed by your contract scope of work
- Will include project specific measures dictated by your funded HMIS project

#### FY20 HOMELESSNESS FUNDING PERFORMANCE AND OUTCOME MEASUREMENT WORKSHEET

SFY 2020 funded projects will be required to report data and performance measures on a quarterly basis during the contract period. Data accuracy and timeliness is essential to the integrity of the public facing Utah Homelessness Data Dashboard: https://jobs.utah.gov/housing/homelessness/homelessdata.html

#### General Measures for All Project Types

Measure	Calculation	Source of Data	
1. Clients served	Q05a: Total number of persons served		
2. Adults served	Q05a: Total number of adults	UHMIS "CSV-APR 2018"	
3. Project leavers (participant project exits)	()()ha: Intal number of leavers	report from SAGE APR or DV provider agency records or from Service Summary Report for diversion project	
4. Average length of stay in project	Q22b: Average Length in Days for leavers		
5. Participants exit into permanent destination	Sum of Q23a: Permanent Destinations total <u>and</u> Q23b: Permanent Destinations total		
6. Participants who Exit Homelessness to Permanent Housing Destinations and Return to Homelessness within 6 to 12 months	^Measure 2a and 2b: Number Returning to Homelessness within 6 to 12 months	" <u>2019</u> System Performance Measures; M2 – M7"	
7. Participants who Exit Homelessness to Permanent Housing Destinations and Return to Homelessness within 24 months	^Measure 2a and 2b: Number of Returns In 2 Years		

Quarterly Response Form
Name of person who reviewed quarterly report:
Concern(s) you identified on quarterly report:
If concerns were identified, do you have a plan to fix the
issue(s)?
What support do you need from the HMIS team in carrying out
this plan?

## **Annual Report**

■ Will include full year's data

 Narrative providing context for outcomes and measures in FY20

#### Department of Workforce Services - Homeless Programs Office State Homelessness Funding Annual Report

Due August 15, 2019

ORGANIZATION				
Organization/Agency Name: Date:				
HMIS Program Name(s):				
Name of person completing this report:				
PERSONNEL				
Total number of FTEs paid through this grant:				
Total number of FTE Case Managers paid through this grant:				
Average monthly caseload per Case Manager paid through this grant:				
PROGRAM OVERVIEW				
Provide a progress report of your State Homelessness Funding funded program. Please tell us what you were able to accomplish and struggles you experienced.				

#### FY19 HOMELESSNESS FUNDING PERFORMANCE AND OUTCOME MEASUREMENT WORKSHEET

General Measures for ALL PROJECTS	FY18 Final Data	FY19 Target	FY19 Final Data	
Measure	(July 1, 2017 - June 30, 2018)	(July 1, 2018 - June 30, 2019)	(July 1, 2018 - June 30, 2019)	
1. Clients served	75	230	100	
2. Adults served	23	100	32	
3. Project leavers (participant project exits)	14	50	57	
4. Average length of stay in project	527	180	390	
5. Participants exit into permanent destination	13 93%	24 48%	25 44%	
6. Participants who Exit Homelessness to Permanent Housing Destinations and Return to Homelessness within 6 to 12 months	0	15	0	
7. Participants who Exit Homelessness to Permanent Housing Destinations and Return to Homelessness within 24 months	11	23	0	

EMERGENCY SHELTER	FY18 Final Data	FY19 Target	FY19 Final Data
Measure	(July 1, 2017 - June 30, 2018)	(July 1, 2018 - June 30, 2019)	(July 1, 2018 - June 30, 2019)
Median length of shelter stay	559	365	363
2. Participants receiving VI SPDAT assessment	0	25	12
Exceeded			
Maintained			
Needs Improvement			

## **CAPER**

Only for HSG and HOPWA funded HMIS projects

For instructions on how to run the CAPER in HMIS see Appendix J in the <u>HMIS Reports:</u> <u>Cheat Sheet for Agencies</u>

## HMIS Help

- YouTube videos for how to pull the APR, SPM, Clients in Programs and Service Summary reports exist on the HMIS website: <a href="https://utahhmis.org/training-videos/">https://utahhmis.org/training-videos/</a>
- HMIS Reports: Cheat Sheet for Agencies document exists on the HMIS website and the HPO website
- One on one technical assistance is always available. Lynn: 385-258-4196

## **HMIS** Recertification

- All HMIS users will be required to do an annual recertification, due January 1<sup>st</sup>
- All HMIS users will get a notification in mid November
- This will be done in a video format, does not require an in-person training
- As per your contract, all new end-user and recertification training must be done by HCD UHMIS staff

### **Contact Information**

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